



State of Nevada
Nevada Department of Tourism and Cultural Affairs
Unclassified Job Announcement

- Executive Assistant -
Posted: October 1, 2013

Recruitment

Open to all qualified candidates; **résumés** accepted until the position is filled. (All résumés will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

The Position

A full-time unclassified, non-exempt position located at the Department of Tourism and Cultural Affairs (DTCA) in Carson City, Nevada. The Executive Assistant reports to the Director of the Department of Tourism and Cultural Affairs.

Annual Salary

Starting salary not to exceed \$55,000.00 - commensurate with work experience (salary reflects the employee/employer paid contribution plan). This position is currently subject to 48 hours of furlough a year and salary will be adjusted accordingly.

Position Description

The Executive Assistant works directly with the Director of the Department of Tourism and Cultural Affairs (DTCA) as well as on an as-needed basis for the Deputy Director of the Nevada Commission on Tourism (NCOT). A key member of the DTCA team, this person is responsible for facilitating a wide range of organizational and functional activities that help ensure the highest level of operational excellence.

The Executive Assistant often works with little supervision, taking initiative to pursue and complete projects without instruction and identifying opportunities to enhance the quality of the work environment for the staff at NCOT. A detail and organization expert, the Executive Assistant helps coordinate a variety of meetings ranging from weekly staff meetings to quarterly Commission meetings to annual industry conferences.

Job Responsibilities Include (but are not limited to):

- Act as a department liaison in communicating with DTCA agencies and staff members, government officials, commissioners and board members from all DTCA agencies, representatives of the Nevada tourism industry, representatives from national tourism industry organizations, international NCOT-contracted vendors and members of the public.
- Maintain current knowledge of issues, problems, situations and activities of special interest to the executive regarding the organization as a whole and its divisions and programs.

- Work with executive to prepare for, conduct and provide follow-up for all meetings.
 - Responsibilities include:
 - Determining and coordinating local and remote meeting room arrangements
 - Setting up teleconferencing and videoconferencing
 - Liaising with meeting attendees/assistants
 - Copying and distributing all meeting materials in accordance with current Nevada Open Meeting Laws
 - Audio taping and archiving tapes for all meetings according to Nevada policies and procedures
 - Ensuring meeting minutes are transcribed and reviewed and provided in a timely manner
 - Meetings include:
 - Weekly staff meetings
 - Quarterly NCOT Commission meetings
 - Department-wide meetings
 - Various individual meetings
- Assist with coordinating the Governor's Conference on Tourism including oversight of registration. Assist, as needed, with the annual Rural Roundup. Responsibilities for both events will be determined each year.
- Develop Power Point and multi-media presentations for executive to present at various meetings and speaking engagements.
- Assist with executive social media outreach including uploading blog posts, Tweets, etc.
- Coordinate and facilitate the executive's calendar to schedule appointments and engagements and domestic and international travel. Complete travel requests and expense reports.
- Review, proofread and edit documents, ensure a high level of work product quality through proofing documents, reports, forms, records or other materials for content, completeness and accuracy. Ensure proper grammar, punctuation, and spelling as well as appropriate distribution and archiving.
- Respond to inquiries from external entities, exercising discretion in disseminating information; describe programs, functions and activities; explain established regulations, policies, and legislative proposals; evaluate new regulations or legislative proposals and potential ramifications in order to inform, update or advise departmental and outside personnel.
- Organize and maintain confidential records and files for the executive; ensure the security of privileged information in accordance with State and federal laws and regulations; authorize access to information as appropriate.
- Plan, organize, coordinate and oversee special projects and assignments relative to the organization as requested by the executive.
- Perform related duties as assigned, including the following:
 - Perform notary duties as requested
 - Schedule various agency meetings in the Chambers
 - Keep Chambers clean and orderly
 - Identify, purchase, distribute and inventory promotional items
 - Prepare general and executive staff meeting notes
 - Work with staff and external agency vendors to prepare draft of the "Strategic Plan Report Update" for the month for the director

Qualifications

Education and experience:

- At least three years working in an executive assistant capacity
- Demonstrated experience planning and managing events
- Solid experience using Microsoft Office products: Word, Excel, PowerPoint, Publisher

Required Skills:

- A passion for organization
- Unmatched attention to detail
- Understanding of and some experience with using social media channels
- Ability to juggle several projects simultaneously
- High level of professionalism and commitment to excellence
- Experience working with and creating materials for executive-level managers
- Interest in Nevada's travel, history and cultural offerings

Benefits

Paid medical, dental and vision; paid vacation, sick leave and holidays; retirement plan (PERS); life and disability insurance program; other optional benefits including deferred compensation.

Submit cover letter and résumé to:

Genevieve Hudson
Agency HR Services
100 N. Stewart St., Ste. 230
Carson City, NV 89701
(775) 684-0247
ghudson@admin.nv.gov

Résumés will be accepted until the position is filled. (All résumés will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

The State of Nevada is an Equal Opportunity Employer.